

[ABC] Volunteer Group Project Proposal

Additional information on [ABC]'s project submittal and approval process, volunteer travel policy, roles and responsibilities of project team leaders can be found under the Volunteer Group Leader Resources section of the [ABC] web site. Use additional space or attachments as needed.

1. General Information

Project name/title

Type of project (e.g., guideline, white paper, teleweb)

White Paper

If this is a project that will result in an [ABC] Press publication, an approved publication proposal must be attached to this request. Projects are not to be initiated for non-approved [ABC] Press publications.

Project description/scope:

Purpose of the project

What is the usefulness of project to the profession and to the volunteer group? Cite the specific strategic goal/objective this proposed projects supports.

Project goals and outcomes/deliverable

Date submitted

5/5/08

Submitted by:

- o Name:
- o Phone:
- o Email:

Lead sponsoring volunteer group/person/organization (if applicable)

Additional sponsoring volunteer groups/persons/organizations (if applicable)

None

Project Team Leader

- Name:
- Phone
- Email:

Project Team Members:

Name	Address	Phone	Email

Note that the minimum required for a project team is a Project Team Leader.

If this is a publication, additional justification/rationale requirements apply and can be found in Appendix A. Certain projects require peer-review. See Appendix B for details on the [ABC] peer-review requirements. If you have questions, please contact your staff liaison.

2. Initial Timeline and Budget (expense and revenue projections)

Volunteer group leaders are encourage to work with their staff liaison to develop proposed project timelines and budgets

Workplan

(outline major milestones/targets/events with projected completion dates and responsible party)

Milestone/Target	Completion Date	Responsible Party

Budget/Request for Financial Support (if any).

Type of Expense	Amount	Description and Justification Details	2007 Budget Guidelines
Audio/visual	\$0.		
Food/beverage	\$0.		
Incidentals	\$0.		
Dues/subscriptions	\$0.		
Supplies	\$0.		
Telephone	\$0.		
Postage/shipping	\$0.		
Printing	\$0.		
Travel, volunteer	\$0.		
Travel, staff	\$0.		
Travel, board	\$0.		
Instructors/speakers	\$0.		
Outside services	\$0.		
Legal fees	\$0.		
Other expenses	\$0.		

Anticipated Revenue (if any)

Describe how this may be expected to be revenue neutral or positive for [ABC]
(include timeframe for financial returns, if applicable)

None

3. Approvals

Approval can be provided via email or by signature. Note name of approving person and date approval received here. Include copy of email with approval as attachment to this submittal. **Required approvals are noted in bold and can be submitted electronically via email.**

Volunteer group chair: _____

Date: _____

Comments (if any): _____

Volunteer group chair (if co-sponsored project): _____

Date: _____

Comments (if any): _____

Volunteer group chair (if co-sponsored project): _____

Date: _____

Comments (if any): _____

Volunteer group board coordinator: _____

Date: _____

Comments (if any): _____

Volunteer group board coordinator (if co-sponsored project): _____

Date: _____

Comments (if any): _____

Volunteer group board coordinator (if co-sponsored project): _____

Date: _____

Comments (if any): _____

[ABC]staff liaison: _____

Date: _____

Comments (if any): _____

Director, Scientific and Technical Initiatives: _____

Date: _____

Comments (if any): _____

[ABC] president (required for all volunteer group projects): _____

Date: _____

Comments (if any): _____